

SECRET

17 July 1962

MEMORANDUM FOR: Acting Chief, Records and Services Division

SUBJECT: Annual Report - Fiscal Year 1962 - Special Projects Officer, RSD

1. Based on experience in use, the recommendations of operating offices, and new data processing and reporting requirements levied during the beginning of 1962, an extensive revision of the Personnel Emergency and Locator Record system was undertaken and completed by the end of Fiscal Year 1962. The project involved:

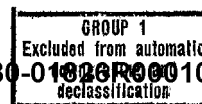
- A. Revision and updating of
- B. Realignment of certain ADP procedures,
- C. Revision and simplification of Forms 642 and 642a,
- D. Establishment of better communication channels, and
- E. Initiation of more effective security controls.

25X1

In addition, machine tabulations and registers produced from the PE&LR system have been redefined to provide seven (7) distinct reports identified A through G which, in turn, have permitted establishment of a more positive distribution pattern. The revised Handbook which will formally establish the subject changes is currently being processed through Agency regulatory channels for final approval.

2. As instructed by the ExO/OP, extensive technical support has been given to the development, graphic layout, specifications, and production of a new "Professional Recruitment Brochure" for the Agency. During fiscal year 1962, a professionally prepared proof of the proposed brochure was completed and submitted for review. It is expected that

SECRET



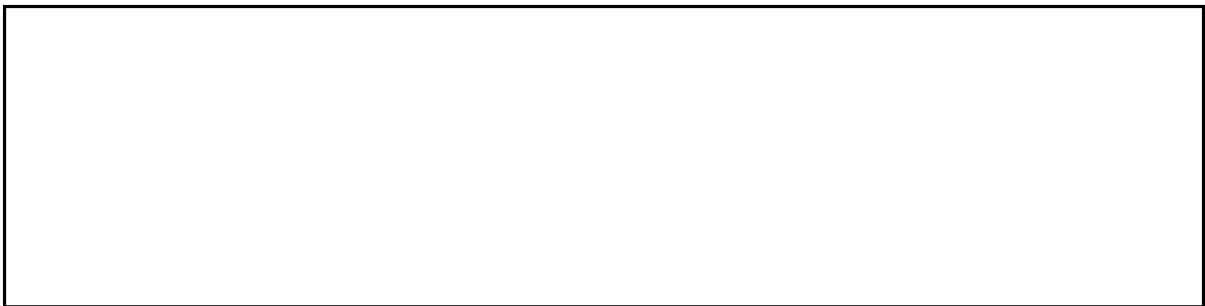
SECRET

the material will be approved and ready for publication during August or September 1962.

3. To provide selected field recruiters with an additional device for orienting prospective employees on work environment in the Agency, etc., a photographic project was initiated in May 1962 and technically completed about the beginning of July 1962 to provide a professionally prepared photo album of many of the unclassified facilities of the Agency and the new Headquarters building. Subject to final approval, the proposed album should be ready for use by the end of July 1962.

4. In line with continuing activity in the automatic data processing field, Forms 1912, 1912a, 1912b and 1912c were developed and printed toward the end of March 1962. The subject forms are designed specifically for the automatic tabulation of statistical data relating to ceiling and strength on the RCA 501 High Speed Printer. After tabulation, the forms can be photographically reduced to letter size and become an integral part of the monthly statistical reports issued by the Office of Personnel. The subject forms cause a positive reduction in the number of manhours which are normally required for manual production of the same reports.

25X1C4E



25X1

6. A systems analysis and procedure study of the machine operations of the [redacted] POD, was initiated and completed at the request of the Chief, POD, to provide a more effective integrated data processing system using the new Flexowriter Selectadata type of equipment. The new equipment is designed to provide an increase in production and accuracy per manhour expended. The second phase of this project (i.e., installation and application) should be completed upon

SECRET

SECRET

delivery of the new equipment toward the end of August 1962.

7. A survey of mass-copy equipment (office copying machines) was undertaken and completed for all elements of the Office of Personnel. The final survey report included the types of machines used, the number of machines on-hand and their location, production statistics, scope of application, and the methods used to control their use.

8. In cooperation with the ExO/OP and other officers concerned with the move to the new Headquarters building, full-time assistance was given in the final planning of space and equipment utilization, and the procurement of all special packing materials for the Office of Personnel. In addition to giving assistance to the Office as a whole, the undersigned was responsible for coordinating the move for the Records and Services Division.

9. Other projects undertaken by the Special Projects Officer, RSD, during fiscal year 1962 were:

A. Design of the newly revised (4-62 edition) of Form 45, Fitness Report, and the writing of printing specifications for its production,

B. Technical support, as requested by the Chief, POD, in developing a proposed revision of the Personal History Statement in terms of realigning its content and section sequence to make it more compatible to the proposed new qualifications coding system,

C. Study of ways and means by which a continuous, pinfeed CIA letterhead stationery could be developed for use by Correspondence Section to save manhours now required for manual assembly and insertion of single sets into Flexo-writers,

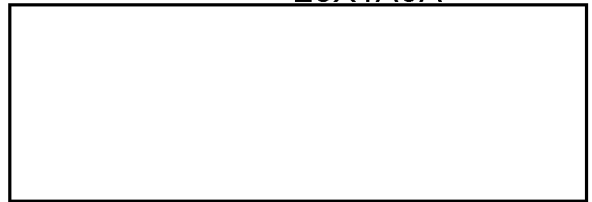
D. Coordination of the design and printing of a professionally prepared map to guide applicants and new employees to the new Headquarters building area (attached to correspondence), and,

SECRET

SECRET

E. Continued monitoring or review of new types of equipment, materials and other commercial products which could prove beneficial to the operations of the Office of Personnel.

25X1A9A



SECRET